

John R. Benson
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Larry Smith
Emergency Management

Angela Clouser
Member-At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police
Department

Carole Lund-Smith
ILEA

David Ness
Municipal Police
Department

Vacant
Communications Center

Marty Smith
Iowa DPH

Peter Huffman
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Annette Dunn
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Tim L. Kapucian
Representative Bob Kressig
Representative Jarad Klein

Meeting Minutes
Iowa Statewide Interoperable Communications System Board
September 12, 2019
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

Meeting called to order by Chair Lampe at 10:30 am.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Twelve voting board members attended, via phone and in-person, establishing a quorum.

Voting Members in Attendance: Patrick Updike, Peter Huffman, Marty Smith, Tom Lampe, John Benson, Ellen Hagen, Michele Bischof, David Ness, Michael Kasper, Larry Smith

Members via Conference Line: Andy Buffington, Angela Clouser

Non-Voting in Attendance: FirstNet Outreach Specialist Shawn Wagner, SWIC Chris Maiers, Administrative Assistant Hollie Davidson

Absent: Jeff Swearngin, Annette Dunn, Jason Leonard, Rob Rotter, Carole Lund-Smith

Guests: Curtis "Wally" Walser, Connie Stufflebeem, Tracey Bearden, James Lundsted, Rob Dehnert, Douglas Knoll, Brian Krumm, David Barnett, Tom Reis, Doug McCasland, Amber Jennings, Michelle Kingery, Blake DeRouchey, Robby Johannesen, Melvin Mercado

Approval of Agenda: There were two amendments made to the agenda: “Approval of Meeting Minutes from April 11, 2019” was replaced with August 8, 2019, and correction of the spelling for “Winnebago” was made.

Peter Huffman made a motion to approve the August meeting minutes with the above-proposed amendments. Michele Bischof seconded the motion. All in favor. Motion passes.

Approval of Minutes: Larry Smith made a motion to approve the August meeting minutes. Peter Huffman seconded the motion. All in favor. Motion passes.

SWIC Report: SWIC Maiers reported that the SCIP refresh webinars and in-person meetings are complete. A follow-up webinar may be needed with one committee. Changes to the SCIP will be sent to the committee chairs for review and approval. A completed draft document should be ready for approval by early 2020. SWIC Maiers extended his thanks and gratitude to the individuals that contributed to the SCIP Refresh.

The Interoperability Markers were distributed to the board and key stakeholders for review and feedback. After review, the ECD has accepted all revisions suggested by Iowa stakeholders.

SWIC Maiers reported that Iowa’s efforts and input have shown up in product development with one of the manufacturers as their products will now support subscriber radios that can affiliate with multiple KMFs.

SWIC Maiers reported that regarding the StatusBoard, Iowa has signed the MOU and is awaiting signatures from the state of Minnesota and the distribution of the source code. Conversations are taking place with other agencies regarding the set-up of servers.

Interstate interoperability discussions are ongoing with surrounding states.

SWIC Maiers reported that the DHS data interoperability working group has produced the first work product that is being reviewed by members. SWIC Maiers will pass on pertinent aspects of his review to the ISICSB. The goal is to come up with something that will help guide Iowa stakeholders with respect to data interoperability.

SWIC Maiers participated with the 911 Peer Assessment, as well as the update to the 2012 Communications Annex with Marty Smith.

SWIC Maiers stated that starting with the October 10, 2019 board meeting, the board meetings will be moved to the Des Moines Parks and Rec facility at 1551 E. Martin Luther King, Jr. Parkway and will remain there until further notice.

E911 Council Report & E911 Program Manager: 911 Program Director Blake DeRouchey reported that a brief from the Peer Assessment would take place after today’s board meeting. A written report will be available to those who cannot attend.

On October 14, 2019, in conjunction with the Iowa APCO/NENA Conference, Mr. DeRouchey will also present a 911 Program update. The location for this will be at the Holiday Inn on Merle Hay Rd. in Des Moines.

Mr. DeRouchey reported that the 911 Program was recently awarded \$2.5 million in federal grants from the National 911 Office. The grant will be used to supplement the virtual consolidation efforts that include the host remote shared services and wireline migration. This allows for use of grant money rather than surcharge monies.

User Group Committee: User Group Committee (UGC) Chair Andy Buffington reported that RICs 1 and 2 are actively meeting regularly, and RICs 3, 4, 5, and 6 are lacking in participation with the UGC.

The UGC reviewed six applications that will be up for approval in New Business.

Finance Report: Finance Committee Chair Hagen reported that the monthly net expenditures during August for the Interoperable and Broadband Communications Fund were \$10,395. The August ending balance was \$219,332. Monthly expenditures during August for the SLIGP 2.0 were \$9,432. Of that amount, \$7,546 were federal expenditures. The remaining federal amount available from the grant is \$523,461.

Governance Committee: Governance Committee Chair John Benson reported that the August committee meeting was on Labor Day and the committee did not meet.

Operations Committee: Operations Committee Chair Michele Bischof reported that the committee had distributed the PSAP Local Control Stations to the ISICSB members, as well as a proposal for legacy systems. The group received some feedback and encouraged any additional feedback.

Chair Bischof reported the committee is investigating the possible use of an FCC Licensing firm to license air-to-ground channels and other needed frequencies and will have this ready soon.

FirstNet Outreach Specialist Report: Shawn Wagner reported that updates to the ISICSB website are in progress. This includes the map pages.

There will be a RIC 5 ISICS Training on October 1, 2019, from 10:00 a.m. to 12:00 p.m. The training will include PSAP control station training. The event is in Ottumwa, Iowa at the Bridge View Center located at 102 Church St. From 1:00 p.m to 4:30 p.m. will be the ISICS and FirstNet Outreach session.

There is a registration set up for the ISICS Training and the ISICS/FirstNet Outreach session.

Chair Lampe requested that the RIC 5 event be posted to the "Training" section and calendar of the ISICSB website. Ms. Bischof suggested a list view to the ISICSB calendar as well. Several board members suggested revisions to improve and simplify the ISICSB website navigation.

Larry Smith inquired if other HSEMD Regions would receive similar training opportunities. Chair Lampe clarified that several future PSAP training opportunities are in the planning stages for the other HSEMD Regions.

Training/Exercise Committee: SWIC Maiers reported that the Training Committee met and discussed the following:

- Credentialing Amber Jennings for Incident Tactical Dispatcher (INTD);
- Credentialing Brad Radcliffe for COML;
- Training modules for consolettes. A webinar is being developed for PSAP standard training to view with both audio and closed captioning capabilities;
- COMT course in Clarinda September 23-27, 2019;
- COML course in Burlington November 19-21, 2019.

Larry Smith inquired if the COML course registration would be shared with Illinois stakeholders. SWIC Maiers said it would be shared, but Iowa stakeholders will get preference if there are not enough seats available for registrants.

SWIC Maiers reported that as of date, approximately 2-3 consolettes/control stations remain to be delivered or picked up. Text calls have taken place, and approximately 40 of those test calls were successful. At least 30-35 PSAPs do not have their consolettes installed as of the ISICSB meeting.

Technology Committee: Technology Chair Patrick Updike reported that the Technology Committee met twice and discussed co-locating radio equipment on ISICS sites. The Committee proposes that a policy regarding the co-location sites include an intermodulation study, electrical power supply issues, tower space and loading analysis, licensing, engineering drawings, and a Memorandum of Agreement (MOA). Jeff Peterzalek from the Iowa Attorney General's office gave the Committee legal advice regarding the co-location policy. The group determined that the Governance Committee should handle any legal issues involved with the policy, rather than the Technology Committee.

FirstNet Broadband Committee: FirstNet Broadband Committee Chair Bischof reported that the committee met and discussed the following:

- Received updates from AT&T and FirstNet Authority;
- Continued development of the "Who's on FirstNet" database;
- Andy Sackreiter was present and addressed many questions and issues of concern from the group;
- Development of a Local Control Webinar continues.

LEA Committee: LEA Committee Chair Connie Stufflebeem stated that the following items were discussed at the August LEA meeting:

- Continued discussions with the Operations Committee to prevent duplication of efforts;
- Monitoring LEA co-location site work;
- Updates and distribution of control stations to PSAPs;
- Discontinuation of LEA support and unified LEA statement developed proposing a decommissioning date of October 31, 2020.

Other Reports:

Board Information Sharing:

David Ness requested more information regarding the co-location sites. SWIC Maiers stated many local counties have requested to hang equipment such as fire paging equipment on ISICS sites to improve coverage. This was previously done on an ad hoc basis. The policy

would offer a simplified and standardized process that will be set in place and used when VHF users request to hang equipment on ISICS sites.

Chair Lampe stated that DPS would provide another round of radio training usage to DPS in-field personnel. The additional training will include more of a hands-on approach.

SWIC Maiers added that he has seen some excellent console/control station integrations like the set-up Wayne County has with a console interfaced with a console from a different manufacturer. Wayne County has full control of the console and can remotely change the talkgroup and patch.

Chair Lampe mentioned special traffic operations interoperability work with Peter Huffman and DOT. Previously direct contact with DOT and Iowa State Patrol was not possible before the use of ISICS.

Deputy SWIC Curtis “Wally” Walser and Iowa State Fair Police Chief Adam Choat gave a radio demonstration showing the capability of two different types of radios that can access different trunked and conventional radio networks. Deputy SWIC Walser and Chief Choat were both able call their home dispatch center on their home network, Des Moines PD’s legacy UHF conventional network, and turn their radios from their home network to ISICS for interoperable test calls with State Radio on ISICS. Test calls were made using a different brands of radios. The test calls were successful for both, and the process was accomplished by switching the system the radio was affiliated with and turning the knob on the radio.

Deputy SWIC Walser also explained how console patches can be set up between VHF local systems and ISICS using a console/control station and their dispatch console when the equipment supports it. Coverage limitations of local networks were also discussed.

Patrick Updike also requested and was obliged by Deputy SWIC Walser to do a test call on UTAC43D.

The test was a demonstration of the interoperable capabilities of radios with different radio systems and was successful.

The complete test is available at: <https://youtu.be/Ute19CQXAf8?t=2383>

Motorola Project Manager ISICS Update – Motorola Solutions Project Manager Melvin Mercado displayed two slides covering actions taken since the previous meeting and the actions remaining.

The current actions taken included the following:

- Compete Hardin tower site landscaping and road work;
- Start Rock Rapids construction;
- Site clean-up/maintenance;
- Complete alarm testing/wiring;

- Complete Digital Audio Quality (DAQ) coverage testing;
- Complete Functional Acceptance Test Plan (FATP);
- Site walks;
- 97 counties so far for bit error rate coverage testing. Only Lyon and Sioux Counties remain because they rely on the Rock Rapids site.

SWIC Maiers requested a copy of the current Platform Buildout Status BER Coverage Results Map for the state built sites.

Mr. Mercado displayed slides to explain the DAQ testing process. Mr. Mercado also demonstrated how the DAQ testing is done and tracked.

The actions remaining include the following:

- Continue DAQ testing using Harvard phrases (there have been challenges with the DAQ testing that is resulting in a longer process to get all testing completed). Only Lyon and Sioux have not seen any testing done as of the meeting. Eight counties were in the process of being tested at the meeting.

Mr. Mercado acknowledged that some of the tests that are part of the FATP are intrusive to users. Efforts are being made to minimize the impact on those users and any borrowed materials or equipment.

The Motorola Project Update can be found at: <https://youtu.be/Ute19CQXAf8?t=4010>

FirstNet/AT&T Update – AT&T/FirstNet Representative David Barnett displayed a map showing the following new sites on the air in August 2019. The sites include Baldwin, Baxter, Beaver, Fredericksburg, Lime Springs (Howard Center), Nashua, Oxford Junction, Ralston, Rose Hill, Sully, and Worthington. To date, 43 sites have launched in the state of Iowa.

Mr. Barnett explained that due to the ISICSB meeting being a public forum, he is not able to show the build-out maps. However, he will show them to any ISICSB member who wishes to see them outside of the meeting.

A Local Control Training webinar will be presented by AT&T/FirstNet Representative Nancy Norsby at the October 8, 2019 FirstNet Subcommittee Meeting.

Mr. Barnett stated that Andy Sackreiter was present and addressed issues and concerns at the September 2019 FirstNet Subcommittee Meeting. The main issues with call hand-off are related to Band-14 capabilities, and Mr. Sackreiter will address the issues further to find a solution. Mr. Barnett explained that towers in low populated rural areas may not have Band-14. However, every tower will always allow priority and preemption for FirstNet users.

Mr. Barnett concluded with the following wrap-up:

- Network is purpose-built exclusively for public safety;
- Coverage commitment for rural, tribal, and US territories;
- No throttling on the network;
- Dedicated public safety core will route and encrypt network traffic for high security;
- Ongoing state consultation process for public safety collaboration (PSAC);

- Quality of service-priority and preemption (QPP) (exclusive public safety core, application ecosystem, deployables, mission-critical services);
- All required by the 25-year government contract.

Larry Smith inquired as to the governance of AT&T/FirstNet public safety users and determining eligibility now and in the future. Mr. Barnett explained that if an employee leaves a public safety agency, agencies should report this to AT&T/FirstNet. The user must change their phone plan within 60 days, or it will be disconnected. AT&T/FirstNet will complete credentialing audits on an annual basis.

CISA/ECD Update – Jim Lundsted from the Department of Homeland Security Emergency Management Communications Division (ECD) reported on the following items:

- SCIP webinars and workshop received positive feedback and will be finalized soon;
- Cybersecurity Awareness Webinar was distributed to SWIC Maiers due to technical difficulties with the webinar and will be distributed to the ISICSB;
- COMT, COML, and potential Incident Tactical Dispatch Course in progress;
- 2020 TA training requests will soon be open;
- Update regarding FirstNet Uplift tool and Network Service tool.

Mr. Lundsted outlined several methods to ensure that PSAPs and agencies are prepared for cyber attacks.

The CISA/ECD report can be found here: <https://youtu.be/Ute19CQXAf8?t=5532>

Standards Working Group – SWIC Maiers reported that the group reviewed two standards. A standard regarding alert tones was tabled until next month.

An update to the participation standard (Standard 2.8.0) was forwarded to the User Group Committee for approval. The revisions were oriented around how to define core connected dispatch consoles.

Old Business: None

New Business: User Group Committee Chair Buffington made a motion to approve the following users: Level 2 – Benton County. Level 2 – Cherokee County. Level 2 – Federal Bureau of Investigations. Level 1 – Fonda Police Department. David Ness seconded the motion. All in favor. Motion passes.

Marty Smith made a motion to approve the following users: Level 3 (updated) – Hancock County and Level 3 – Winnebago County. Michele Bischof seconded the motion. Andy Buffington abstained from the vote. All in favor. Motion passes.

Amber Jennings was recognized and presented with an INTD Credential certificate.

Brad Ratliff was recognized for completing the COML credentialing program.

LEA Committee Chair Stufflebeem addressed the board regarding the unified LEA decommissioning statement. A proposed recommended sunset date for LEA is set for October 31, 2020. An announcement will be made periodically every week on LEA and a countdown clock could be set up on the ISICSB web site. A discussion took place regarding LEA, and VLAW31 and Point-to-Point frequencies. SWIC Maier clarified that VLAW31 and Point-to-Point will still be available for end users.

Michele Bischof made a motion to approve the LEA statement with the added clarification mentioned by Patrick Updike and suggested for addition by Larry Smith regarding adding the statement that VLAW31 and Point-to-Point will still be available to local VHF users and a revising a typo in Table 1 suggested by Peter Huffman. David Ness seconded the motion. All in favor. Motion passes.

Larry Smith asked if any LEA sites were at a greater probability for discontinuation due to system failures. Chair Lampe clarified that all the sites are having technical problems to varying degrees.

There was a clarification discussion on using the regional CALL talkgroups for announcements, broadcasts and hailing.

Public Comment: Carroll County Communications 911 Coordinator Jason Hoffman approached the podium and encouraged the Board to develop a policy to allow VHF paging for fire and EMS on the state ISICS towers. He also encouraged the ISICSB to place as minimal burden as possible on the agencies as the LEA transition moves forward.

Mr. Hoffman mentioned issues and the need for users regarding VLAW31 and Point-to-Point for users that will continue to utilize VHF. Technology Chair Updike suggested that Mr. Hoffman join the Technology Committee.

Motion to Adjourn: Peter Huffman made a motion to adjourn. Ellen Hagan seconded. All in favor. Meeting adjourned at 12:27 p.m.

YouTube link for the September 2019 ISICSB Board Meeting:
<https://www.youtube.com/watch?v=Ute19CQXAf8>